



<b>SUBJECT</b>	<b>POLICY #20 – ADVERTISING OF POSITION VACANCIES</b>
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<b>MEETING DATE</b>	<b>FEBRUARY 14, 2017</b>
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Forwarded to the Board of Governors on the Recommendation of the President

**APPROVED FOR SUBMISSION**

Santa J. Ono, President and Vice-Chancellor

<b>DECISION REQUESTED</b>	<b>For Information</b>
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<b>Report Date</b>	January 10, 2017
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**Presented By** Hubert Lai, Q.C., University Counsel  
 Angela Redish, Provost and Vice-President Academic *pro tem*  
 Deborah Buszard, Deputy Vice-Chancellor and Principal, Okanagan  
 Lisa Castle, Vice-President Human Resources  
 Cynthia Mathieson, Provost and Vice-Principal, UBC Okanagan

**EXECUTIVE SUMMARY**

Policy #20 establishes requirements for posting and advertising available employment positions before selecting a candidate. Policy #20 requires that all postings and advertisements for available employment positions must (i) include an approved equity statement set out in the Procedures to Policy #20; (ii) comply with the advertising requirements of Employment and Social Development Canada/Service Canada and Immigration, Refugees and Citizenship Canada (collectively, "Employment and Social Development Canada"), if applicable; (iii) comply with any applicable employment agreements, including collective agreements; and (iv) comply with Policy #94 (Visual Identity). In addition, Policy #20 requires certain employment positions to be advertised in accordance with the Procedures to Policy #20, unless this advertising requirement is waived by the Responsible Executive.

The proposed amendments to Policy #20:

- update the category of employment positions that must be advertised in accordance with the Procedures to Policy #20;
- expand the comprehensive list of circumstances where the requirement to advertise in accordance with the Procedures may be waived by the Responsible Executive; and
- provide accountability for advertising waivers by facilitating reports to the Board of Governors.

The proposed amendments also update the Procedures under Policy #20 to refer to the advertising requirements prescribed by the Government of Canada Research Chairs Program and to reflect current advertising requirements prescribed by Employment and Social Development Canada.

**INSTITUTIONAL STRATEGIC PRIORITIES SUPPORTED**

Learning       Research       Innovation       Engagement       International

(Internal / External)

or  Operational

**DESCRIPTION & RATIONALE**

The purpose of Policy #20 (the “Policy”) is to establish advertising practices for available employment positions to improve UBC’s potential to attract a broad and diverse pool of qualified applicants.

Policy #20 was first approved in 1992 and was amended in 2013. In 2013, Policy #20 was amended:

- to revise the equity statement included in the policy; and
- to update Policy #20 in accordance with UBC’s evolving policy drafting processes.

These 2013 amendments consolidated the University’s advertising practices into the Procedures to the Policy.

Currently, Policy #20 applies only to those employment positions listed in the body of the Policy. These are: all tenure-stream and term positions for faculty members, librarians, and program directors in continuing studies; designated senior academic administrators; research associates, postdoctoral fellows; and staff positions where posting of the position is required by applicable employment agreements. Policy #20 requires that postings and advertisements for these positions listed in Policy #20 must:

- include the equity statement set out in the Procedures to Policy #20;
- comply with Employment and Social Development Canada requirements, set out for reference in the Procedures to Policy #20, if an academic or administrative unit intends to conduct an international search;
- comply with applicable employment agreements, including any collective agreements or handbooks; and
- comply with Policy #94 (Visual Identity) (collectively, the “Minimum Advertising Requirements”).

In addition, Policy #20 currently requires that postings and advertisements for the positions listed in the Policy must be advertised in accordance with the Procedures to the Policy, unless:

- Policy #20 states that UBC does not require the position to be advertised in accordance with the Procedures to the Policy; or
- circumstances, specified by Policy #20, permit the Responsible Executive to waive the requirement for the position to be advertised in accordance with the Procedures to the Policy.

The proposed amendments to Policy #20 establish that the Policy applies to all available employment positions at UBC. It establishes that there are certain employment positions that must be advertised before the positions are filled, while advertisements for positions not expressly listed in Policy #20 are optional. The proposed amendment provides that academic or administrative

units that advertise for any available position, whether advertising is required or optional, must comply with the Minimum Advertising Requirements.

The key proposed amendments to Policy #20 are:

- creating definitions for the types of employment positions referred to in the Policy;
- identifying additional employment positions that must be advertised in accordance with the Procedures to the Policy;
- identifying additional circumstances that permit the Responsible Executive to waive the requirement for an employment position to be advertised;
- enabling the Responsible Executive to waive the requirement for an employment position to be advertised in special circumstances, other than those specifically stated in Policy #20;
- facilitating an annual report to the Board of Directors regarding the circumstances where the Responsible Executive has waived the advertising requirement; and
- renaming the title of Policy #20 as "Advertising of Available Employment Positions".

In 2014, the Government of Canada reformed its Temporary Foreign Worker Program. The Temporary Foreign Worker Program informs the advertising requirements mandated by Employment and Social Development Canada. The proposed amendments to the Procedures to Policy #20 update the Employment and Social Development Canada requirements set out for reference in the Procedures.

To address the proposed additional employment positions that must be advertised in accordance with the Procedures to the Policy, the proposed amendment also updates the Procedures as follows:

- includes advertising requirements prescribed by UBC for the proposed additional employment positions to be advertised in accordance with the Procedures; and
- identifies the Responsible Executive for the proposed additional employment positions.

In preparation of the amendments to the Procedures to the Policy, it was noted that the Government of Canada Research Chairs Program prescribes different advertising requirements as part of the nomination process for Canada Research Chairs positions at Canadian universities. As such, reference to these advertising requirements is also proposed as part of the amendments to the Procedures of the Policy.

Other proposed amendments to the Procedures are:

- identifying the UBC Careers – UBC Human Resources website in UBC's advertising requirements;
  - streamlining the appropriate publications prescribed in UBC's advertising requirements; and
  - changing the manner in which advertising copy for available positions as tenure-stream faculty members are approved.
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**BENEFITS** Learning, Research, Financial, Sustainability & Reputational

The proposed amendments of Policy #20 and to its associated Procedures will ensure that the principles embodied in the Policy and the Procedures will apply to all available employment positions at UBC. The proposed amendments prescribe advertising practices that will balance UBC’s potential to access the largest pool of qualified candidates for each employment position while providing greater efficiency within UBC’s recruitment process and empowering UBC to appoint exceptionally-qualified candidates in special circumstances.

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**CONSULTATION** Relevant Units, Internal & External Constituencies

The Office of the University Counsel conducted a review of comparable policies at UBC’s peer institutions. It then constituted a Policy Review Committee comprised of the following members, to consider and advise on the review of Policy #20:

- Hubert Lai, Q.C., University Counsel (Chair);
- Elise Everest, External Legal Counsel (Secretary) ;
- George Athans, Manager, Human Resources and Employee Relations, UBC Okanagan ;
- Rebekkah Coburn, Senior Manager, HR and Faculty Relations, UBC Vancouver;
- Gillian Creese, Associate Dean, Faculty and Equity, Faculty of Arts, UBC Vancouver;
- Sylvie Desjardins, Associate Dean, Strategic Personnel Planning and Development, Irving K. Barber School of Arts and Sciences, UBC Okanagan; and
- Larry Walker, Senior Associate Dean, Graduate Policy and Program Review, Faculty of Graduate and Postdoctoral Studies.

In preparing the proposed amendments to Policy #20, the Policy Review Committee solicited input from the Provost and Vice President Academic, UBC Vancouver as well as the Provost and Vice Principal, UBC Okanagan. The Policy Review Committee also requested the Provost and Vice President Academic, UBC Vancouver and the Provost and Vice Principal, UBC Okanagan to provide input from the Deans regarding circumstances in which UBC should not require advertising.

Finally, the Policy Review Committee provided the proposed amendments to Faculty Relations, for comment. The Policy Review Committee carefully reviewed the comments from Faculty Relations and made a number of changes to the proposed amendments. The Policy Review Committee unanimously supports the proposed amendments to the Policy.

Subject to input from the Governance Committee and/or the Board, community consultation will be undertaken. This will include publication on the website of the Office of the University Counsel with a call for comments from the broader UBC community, as well as broadcast e-mails via “Heads Up” to heads of academic units, administrative units, student governments, and union/employee associations from the Okanagan and Vancouver campuses. All input from the broader UBC community will be considered by the Committee in formulating its final proposal for amendments to the Policy.

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**Additional Materials**

A copy of the proposed policy and a blackline comparing the proposed policy to the current policy are attached. A copy of the current policy is available at <http://universitycounsel.ubc.ca/files/2013/06/policy20.pdf>.

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<b>Previous Report Date</b>	N/A
<b>Decision</b>	None. This is an information item only.
<b>Action / Follow Up</b>	Subject to any feedback from the Board of Governors, the next step will be to post the proposed amendment of Policy #20 on UBC's website for public comment by the University community. The Policy Review Committee will be asked to consider any comments received. If necessary, revisions may be made before a recommendation is then submitted to the Board to approve the proposed amendment of Policy #20.

 <b>The University of British Columbia Board of Governors</b>	<b>Policy No.:</b>  <b>20</b>	<b>Approval Date:</b> July 1992  <b>Last Revision:</b> [June 2017 anticipated]
	<b>Responsible Executive:</b> Vice President, Academic and Provost, UBC Vancouver Provost and Vice Principal, UBC Okanagan Vice President, Human Resources	
<b>Title:</b>  <b>Advertising of Available Employment Positions</b>		
<b>Background &amp; Purposes:</b>  This Policy sets out the requirements for posting and advertising available employment positions before selecting a candidate. Publishing available employment positions widely is a key component of the recruitment process as it: <ul style="list-style-type: none"> <li>• Improves UBC’s potential to access the largest pool of exceptionally qualified candidates for each employment position;</li> <li>• Provides equal opportunity to all who seek employment at UBC;</li> <li>• Provides for a clear and transparent process; and</li> <li>• Satisfies requirements of Employment and Social Development Canada/Service Canada and Immigration, Refugees and Citizenship Canada.</li> </ul>		

## 1. Definitions

1.1. In this Policy, and in the Procedures to this Policy, the following terms have the following meaning:

- 1.1.1. “**Administrative Vice-President**” means Vice-Presidents appointed pursuant to Policy #34 (Appointment and Extension of Appointment of Administrative Vice-Presidents);
- 1.1.2. “**Advertised Positions**” means the list of employment positions set out in section 3.1 of this Policy;
- 1.1.3. “**Deans**” has the same meaning attributed to the term in Policy #21 (Appointment of Deans and Principals);
- 1.1.4. “**Designated Senior Academic Administrator**” means senior academic administrators appointed pursuant to Policy #18 (Appointment of Designated Senior Academic Administrators);
- 1.1.5. “**Employment Agreement**” means an agreement between UBC and an individual employee or a group of employees, represented or not represented by a bargaining unit, that establishes terms and conditions of employment. For greater clarity, an Employment Agreement includes a collective agreement, a framework agreement and an employee handbook issued on behalf of the Director of Faculty Relations or Human Resources Advisory Services for UBC Vancouver or the Director of Human Resources for UBC Okanagan;

- 1.1.6. “**Employment and Social Development Canada**” means Employment and Social Development Canada/Service Canada and Immigration, Refugees and Citizenship Canada;
- 1.1.7. “**Faculty Member**” means a person employed by UBC as a sessional lecturer, lecturer, instructor, senior instructor, professor of teaching, assistant professor, associate professor, professor, or an equivalent position designated by the Senate. For greater certainty, the following are not Faculty Members for the purposes of this Policy:
  - 1.1.7.1. retired faculty members appointed in accordance with Policy #27 (Appointment of Retired Faculty Members); and
  - 1.1.7.2. holders of visiting appointments; honorary appointments; adjunct appointments; and clinical appointments;
- 1.1.8. “**Librarian**” means a person employed by UBC as a member of UBC’s professional librarian staff who is appointed in accordance with the collective agreement between UBC and the Faculty Association;
- 1.1.9. “**Principals**” has the same meaning attributed to the term in Policy #21 (Appointment of Deans and Principals);
- 1.1.10. “**Program Director**” means a person employed by UBC on a full-time basis to direct a program or programs in Continuing Studies who is appointed in accordance with the collective agreement between UBC and the Faculty Association; and
- 1.1.11. “**Teaching Staff**” has the same meaning attributed to the term in Policy #25 (Board of Governors Appointments).

## **2. General Principles**

- 2.1. Where academic or administrative units wish to fill one or more employment positions, they are encouraged to use a variety of recruitment strategies and advertising media (including print and electronic) appropriate to the available positions to proactively attract a broad and diverse pool of qualified applicants.
- 2.2. The availability of an Advertised Position must be advertised in accordance with the Procedures to this Policy before an Advertised Position is filled, except as provided for in section 5.1 of this Policy. Advertisements for all other employment positions that may be available at UBC are optional, but academic and administrative units that elect to advertise those employment positions must do so in a manner that complies, at a minimum, with the posting and advertising requirements set out in section 4 of this Policy.

## **3. Advertised Positions**

- 3.1. The availability of the following employment positions must be advertised before the position is filled:
  - 3.1.1. Faculty Members;
  - 3.1.2. Designated Senior Academic Administrators;
  - 3.1.3. Deans and Principals appointed pursuant to Policy #21 (Appointment of Deans and Principals);

- 3.1.4. Administrative Vice-Presidents;
- 3.1.5. the Registrar and the University Librarian appointed pursuant to Policy #17 (Appointment of Registrar and Librarians)
- 3.1.6. Librarians;
- 3.1.7. Program Directors;
- 3.1.8. Research Associates appointed pursuant to Policy #42 (Faculty Term Appointments Without Review); and
- 3.1.9. All other employment positions where posting of the available employment position is required by the applicable Employment Agreements.

#### **4. Posting and Advertising Requirements**

- 4.1. UBC hires on the basis of merit and is strongly committed to equity and diversity within its community. In accordance with Policy #2 (Employment Equity), all position postings and advertisements must include UBC's approved equity statement as set forth in the Procedures to this Policy.
- 4.2. Where an academic or administrative unit wishes to conduct an international search to fill an available employment position, the availability of the employment position must be advertised in compliance with all Employment and Social Development Canada requirements concerning the duration, location, media and use of mandatory statements for advertisements.
- 4.3. The availability of employment positions must be advertised in a manner that meets all conditions of any applicable Employment Agreement.
- 4.4. All advertisements must comply with Policy #94 (Visual Identity).

#### **5. Non-Advertised Positions**

- 5.1. Subject to Employment and Social Development Canada and applicable Employment Agreement requirements, UBC does not require advertisements for the Advertised Positions where:
  - 5.1.1. the Advertised Position is a term appointment that is less than one year in length, provided that where an existing term appointment less than one year is to be extended beyond one year, the position must be advertised in accordance with the Procedures to this Policy (except if the term appointment less than one year is a sessional lecturer or lecturer, in which case the position must be advertised in accordance with the Procedures to this Policy in all circumstances);
  - 5.1.2. the Advertised Position is an existing appointment that is being extended in accordance with Policy #23 (Extension of Appointments for Deans), Policy #24 (Extension of Appointments for Designated Senior Academic Administrators), Policy #34 (Appointment and Extension of Appointment of Administrative Vice Presidents), Policy #43 (Extension of Appointments for Registrar and Librarians); or
  - 5.1.3. the Responsible Executive has waived UBC's advertising requirement in accordance with section 5.2 of this Policy.

- 5.2. In special circumstances, at the request of a Dean or an advisory committee to the President, as applicable, the Responsible Executive may waive UBC's advertising requirements in whole or in part. Special circumstances include but are not limited to situations where:
  - 5.2.1. UBC has an opportunity to appoint a highly-qualified candidate who is supported by an external program or agency that will wholly or partly fund the initial appointment;
  - 5.2.2. UBC has advertised for one (1) or more available employment positions in accordance with the Procedures to this Policy and has an opportunity to appoint additional candidates that meet the qualifications and criteria specified in the advertisement;
  - 5.2.3. for a dual career appointment, UBC has an opportunity to recruit a candidate or retain a valuable faculty member by appointing the spousal partner to an available employment position, provided the unit to which the spousal partner is to be appointed is supportive of the dual career appointment;
  - 5.2.4. UBC has an opportunity to appoint an exceptionally-qualified, internationally-recognized candidate; and
  - 5.2.5. emergency appointments.
- 5.3. The Board of Governors may, from time to time, request reports regarding special circumstances where the Responsible Executive has waived UBC's advertising requirement. At least annually, a report of such special circumstances will be attached to the report of Teaching Staff appointments provided to the Board of Governors pursuant to Policy #25 (Board of Governors Appointments).

## **PROCEDURES**

**Approved: [June 2017 anticipated]**

*Pursuant to Policy #1: Administration of Policies, "Procedures may be amended by the President, provided the new procedures conform to the approved policy. Such amendments are reported at the next meeting of the Board of Governors". Note: the most recent procedures may be reviewed at <http://universitycounsel.ubc.ca/policies/index/>.*

### **1. Assignment of Responsible Executive**

- 1.1. The Responsible Executive will be the Provost and Vice President Academic, UBC Vancouver, in relation to Faculty Members, Librarians, Program Directors, Deans, and Principals at UBC's Vancouver campus.
- 1.2. The Responsible Executive will be the Provost and Vice Principal, UBC Okanagan, in relation to Faculty Members, Librarians, Program Directors, Deans, and Principals, at UBC's Okanagan campus.
- 1.3. The Responsible Executive in relation to Designated Senior Academic Administrators will be the Responsible Executive designated under Policy #18 (Appointment of Designated Senior Academic Administrators).
- 1.4. The Responsible Executive in relation to Administrative Vice-Presidents will be the Responsible Executive designated under Policy #34 (Appointment and Extension of Appointment of Administrative Vice-Presidents).
- 1.5. The Responsible Executive will be the Vice President, Human Resources, in relation to research associates and all other employment positions.
- 1.6. Any Responsible Executive may, in writing, delegate the Responsible Executive's authority under this Policy.

### **2. University Equity Statement**

- 2.1. All postings and advertisements for available employment positions at UBC must include the following equity statement:

*"UBC hires on the basis of merit and is strongly committed to equity and diversity within its community. We especially welcome applications from visible minority group members, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities."*

### **3. University Advertising Requirements**

- 3.1. Prior authorization to undertake the recruitment process to fill an Advertised Position must be obtained from the Responsible Executive, or their delegate, to ensure that the recruitment is consistent with UBC priorities and budgetary considerations.

- 3.2. Where an academic or administrative unit wishes to conduct an international search to fill an Advertised Position, the Advertised Position must be advertised in compliance with the Employment and Social Development Canada advertising requirements set forth in section 4 of these Procedures as well as UBC's advertising requirements set forth in this section. Complying solely with UBC's advertising requirements in this section will not meet the Employment and Social Development Canada advertising requirements in every circumstance.
- 3.3. The availability of a position as a tenure-stream Faculty Member, Designated Senior Academic Administrator, Dean, Principal, or Administrative Vice-President must be advertised at a minimum:
  - 3.3.1. on the UBC Careers – UBC Human Resources website;
  - 3.3.2. in at least two (2) appropriate publications (print or electronic) with a wide, national readership (e.g. "CAUT Bulletin", "University Affairs"); and
  - 3.3.3. in at least one (1) other venue, journal or publication (print or electronic) relevant to the discipline.
- 3.4. The availability of a position as a sessional lecturer or a lecturer must be advertised in accordance with applicable collective agreement provisions.
- 3.5. The availability of a position as a research associate or as a Faculty Member for a term of one year or more in length other than those set forth in Section 3.3 of these Procedures must be advertised on the UBC Careers – UBC Human Resources website and in appropriate publications (print or electronic).
- 3.6. All advertising copy for available positions as a tenure-stream Faculty Member must be approved by:
  - 3.6.1. the Dean; and
  - 3.6.2. the Director of Faculty Relations for UBC Vancouver or the Director, Human Resources, UBC Okanagan, or their delegates, as applicable.
- 3.7. All advertising copy for available positions as a Designated Senior Academic Administrator, Dean, Principal, or Administrative Vice-President must be approved by the Responsible Executive prior to publication.
- 3.8. Heads of academic or administrative units are responsible for ensuring that advertising copy for any available position not expressly named in sections 3.6 and 3.7 of these Procedures complies with section 4 of the Policy, and any applicable provision of these Procedures.
- 3.9. If an available position is not successfully filled and a new advertisement is required, such as to accommodate adjustments in the position description or a change in the application deadline, approval for the new advertising copy must be obtained in accordance with sections 3.6, 3.7, and 3.8 of these Procedures.

#### **4. Employment and Social Development Canada Advertising Requirements**

- 4.1. For research associates and Faculty Members, Employment and Social Development Canada normally requires that, before a university can hire a foreign candidate, the availability of the employment position must be advertised:
  - 4.1.1. within Canada simultaneously with any advertising outside of Canada;

- 4.1.2. for a reasonable length of time (about a month) to allow broad exposure of the available employment position to Canadians and permanent residents;
  - 4.1.3. using advertising media that is effective in attracting appropriate candidates for the available position;
  - 4.1.4. with the following statement included in the advertisement:  
*“All qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority.”*; and
  - 4.1.5. in a manner that meets all conditions of any applicable collective agreement.
- 4.2. For Designated Senior Academic Administrators, Deans and Principals, and Administrative Vice Presidents, Employment and Social Development Canada normally requires that, before a university can hire a foreign candidate, the availability of the employment position must be advertised:
- 4.2.1. within Canada simultaneously with any advertising outside of Canada;
  - 4.2.2. for a minimum of one (1) month on the Government of Canada’s Job Bank or WorkBC;
  - 4.2.3. for a minimum of one (1) month using two (2) or more additional recruitment methods within Canada that are effective in attracting appropriate candidates for the available employment position, including:
    - 4.2.3.1. advertising media that is national in scope;
    - 4.2.3.2. print media;
    - 4.2.3.3. general employment websites; and
    - 4.2.3.4. specialized websites dedicated to specific occupation profiles; and
  - 4.2.4. in a manner that complies with the Employment and Social Development Canada requirements regarding information that must be included in the advertisement.
- 4.3. Due to the diversity of employment positions at UBC and the various foreign worker programs offered by Employment and Social Development Canada, units should work with their Human Resources Advisors before proceeding with an international search.

**5. Canada Research Chair Position Advertising Requirements**

- 5.1. For each Government of Canada Research Chair nomination, the Canada Research Chairs Program requires the Responsible Executive, or their delegate, to certify that the Canada Research Chair recruitment and nomination process was transparent, open and equitable (whether the Canada Research Chair position is used to retain current researchers or to recruit new researchers to UBC). Academic units seeking to recruit or nominate a Canada Research Chair position should work with their Faculty Relations or Human Resources Advisors to ensure that the availability of the Canada Research Chair position is advertised in a manner consistent with:

- 5.1.1. the principles embodied in the Policy and these Procedures;
- 5.1.2. any applicable Employment Agreements; and
- 5.1.3. the Canada Research Chairs Program guidelines for ensuring a fair and transparent recruitment and nomination process.

 <p>The University of British Columbia Board of Governors</p>	<p><b>Policy No.:</b></p> <p style="text-align: center;"><b>20</b></p>	<p><b>Approval Date:</b> July 1992</p> <p><b>Last Revision:</b> [June 2013-2017 anticipated]</p>
<p><b>Responsible Executive:</b> Vice President, Academic and Provost, UBC Vancouver Provost and Vice Principal, UBC Okanagan Vice President, Human Resources</p>		
<p><b>Title:</b></p> <p style="text-align: center;"><b>Advertising of <del>Position Vacancies</del> <u>Available Employment Positions</u></b></p>		
<p><b>Background &amp; Purposes:</b></p> <p>This Policy sets out the requirements for posting and advertising <del>position vacancies prior to the selection of</del> <u>available employment positions before selecting</u> a candidate. Publishing <del>position vacancies</del> <u>available employment positions</u> widely is a key component of the recruitment process as it:</p> <ul style="list-style-type: none"> <li>• <u>Improves UBC's potential to access the largest pool of exceptionally qualified candidates for each employment position;</u></li> <li>• Provides equal opportunity to all who seek employment at <del>the University</del> <u>UBC</u>;</li> <li>• Provides for a clear and transparent process; <u>and</u></li> <li>• Satisfies requirements of <u>Employment and Social Development Canada/Service Canada and Immigration, Refugees and Citizenship</u> <del>and Immigration</del> <u>Canada.</u></li> </ul>		

## 1. Definitions

In

### 1. Scope

1.1. ~~This~~ this Policy ~~applies to~~, and in the Procedures to this Policy, the following ~~position~~ terms have the following meaning:

~~1.1.1. all tenure-stream and term positions (sessional lecturer, lecturer, visiting, honorary, adjunct) for faculty members; librarians; and program directors in Continuing Studies (each a "Faculty Position");~~

1.1.1. "Administrative Vice-President" means Vice-Presidents appointed pursuant to Policy #34 (Appointment and Extension of Appointment of Administrative Vice-Presidents);

1.1.2. "Advertised Positions" means the list of employment positions set out in section 3.1 of this Policy;

1.1.3. "Deans" has the same meaning attributed to the term in Policy #21 (Appointment of Deans and Principals);

1.1.1.1.4. "Designated Senior Academic Administrator" means senior academic administrator ~~positions~~ administrators appointed pursuant to Policy #18 (Appointment of Designated Senior Academic Administrators);

~~1.1.2. research associates;~~

~~1.1.3. postdoctoral fellows; and~~

~~1.1.4. staff positions where posting of the position is required by the applicable employment agreements, including collective agreements and handbooks (each a "Staff Position").~~

## Posting and Advertising Requirements

1.1.5. "**Employment Agreement**" means an agreement between UBC and an individual employee or a group of employees, represented or not represented by a bargaining unit, that establishes terms and conditions of employment. For greater clarity, an Employment Agreement includes a collective agreement, a framework agreement and an employee handbook issued on behalf of the Director of Faculty Relations or Human Resources Advisory Services for UBC Vancouver or the Director of Human Resources for UBC Okanagan;

1.1.6. "**Employment and Social Development Canada**" means Employment and Social Development Canada/Service Canada and Immigration, Refugees and Citizenship Canada;

1.1.7. "**Faculty Member**" means a person employed by UBC as a sessional lecturer, lecturer, instructor, senior instructor, professor of teaching, assistant professor, associate professor, professor, or an equivalent position designated by the Senate. For greater certainty, the following are not Faculty Members for the purposes of this Policy:

1.1.7.1. ~~retired faculty~~Units members appointed in accordance with Policy #27 (Appointment of Retired Faculty Members); and

1.1.7.2. holders of visiting appointments; honorary appointments; adjunct appointments; and clinical appointments;

1.1.8. "**Librarian**" means a person employed by UBC as a member of UBC's professional librarian staff who is appointed in accordance with the collective agreement between UBC and the Faculty Association;

1.1.9. "**Principals**" has the same meaning attributed to the term in Policy #21 (Appointment of Deans and Principals);

1.1.10. "**Program Director**" means a person employed by UBC on a full-time basis to direct a program or programs in Continuing Studies who is appointed in accordance with the collective agreement between UBC and the Faculty Association; and

1.1.11. "**Teaching Staff**" has the same meaning attributed to the term in Policy #25 (Board of Governors Appointments).

## 2. General Principles

~~1.2.2.1.~~ Where academic or administrative units wish to fill one or more employment positions, they are encouraged to ~~utilize~~use a variety of recruitment strategies and advertising media (including print and electronic) appropriate to the ~~position vacancy~~available positions to proactively attract a broad and diverse pool of qualified applicants.

2.2. The availability of an Advertised Position must be advertised in accordance with the Procedures to this Policy before an Advertised Position is filled, except as provided for in section 5.1 of this Policy. Advertisements for all other employment positions that may be available at UBC are optional, but academic and administrative units that elect to advertise those employment positions must do so in a manner that complies, at a minimum, with the posting and advertising requirements set out in section 4 of this Policy.

### 3. Advertised Positions

3.1. The availability of the following employment positions must be advertised before the position is filled:

3.1.1. Faculty Members;

3.1.2. Designated Senior Academic Administrators;

3.1.3. Deans and Principals appointed pursuant to Policy #21 (Appointment of Deans and Principals);

3.1.4. Administrative Vice-Presidents;

3.1.5. the Registrar and the University Librarian appointed pursuant to Policy #17 (Appointment of Registrar and Librarians)

3.1.6. Librarians;

3.1.7. Program Directors;

3.1.8. Research Associates appointed pursuant to Policy #42 (Faculty Term Appointments Without Review); and

3.1.9. All other employment positions where posting of the available employment position is required by the applicable Employment Agreements.

### 2.4. Posting and Advertising Requirements

2.1.4.1. UBC hires on the basis of merit and is strongly committed to equity and diversity within its community. In accordance with ~~UBC's employment equity program and~~ Policy #2 (Employment Equity), all position postings and advertisements must include ~~the University's~~ UBC's approved equity statement as set forth in the Procedures to this Policy.

2.2.4.2. Where ~~an academic or administrative~~ unit wishes to conduct an international search, ~~the~~ to fill an available employment position ~~vacancy~~, the availability of the employment position must be advertised in compliance with all ~~Service-Canada~~ Employment and ~~Citizenship and Immigration~~ Social Development Canada requirements concerning the duration, location, media and use of mandatory statements for advertisements.

4.3. The availability of employment positions must be advertised in a manner that meets all conditions of any applicable Employment Agreement.

2.3.4.4. All advertisements must comply with ~~the~~ Policy #94 (Visual Identity ~~and the University's Visual Identity Guidelines~~).

## ~~2. Faculty, Senior Academic Administrator, Postdoctoral Fellow and Research Associate Positions~~

2.1. ~~Except as provided for in Sections 3.2 and 3.3, all Faculty Positions and all senior academic administrator, postdoctoral~~

~~fellow and research associate positions must be advertised in accordance with the Procedures to this Policy.~~

## 5. Non-Advertised Positions

~~2.4.5.1. Subject to Service~~Employment and Social Development Canada and ~~Citizenship and Immigration~~Canada~~applicable Employment Agreement~~ requirements, ~~the University will~~UBC does not require advertisements for the ~~following positions~~Advertised Positions where:

~~2.1.1. visiting appointments for faculty from other academic institutions who are expected to return to their home institutions;~~

~~2.1.2. honorary appointments;~~

~~2.1.3. adjunct appointments;~~

~~2.4.1.5.1.1. the Advertised Position is a term~~appointments~~appointment that is less than one year in length~~~~except for Sessional Lecturer and Lecturer appointments~~ ( provided that where an existing term appointment less than one year is to be extended beyond one year, the position must be advertised in accordance with the Procedures to this Policy ~~(except if the term appointment less than one year is a sessional lecturer or lecturer, in which case the position must be advertised in accordance with the Procedures to this Policy in all circumstances)~~);

~~2.1.4. postdoctoral fellows appointed in accordance with Policy #61 Postdoctoral Fellows; and~~

~~2.4.2.5.1.2. the Advertised Position is an existing appointment that is being extended in accordance with Policy #23 (Extension of Appointments for Deans), Policy #24 (Extension of Appointments for Designated Senior Academic Administrators), Policy #34 (Appointment and Extension of Appointment of Administrative Vice Presidents), Policy #43 (Extension of Appointments for Registrar and Librarians); or~~

~~2.4.3.5.1.3. retired faculty, librarian or program directors appointed~~the Responsible Executive has waived UBC's advertising requirement in accordance with ~~Policy #27 Appointment of Retired Faculty Members~~section 5.2 of this Policy.

~~2.5.5.2. Subject~~In special circumstances, at the request of a Dean or an advisory committee to Service ~~Canada and Citizenship and Immigration Canada and collective agreement requirements~~the President, as applicable, the Responsible Executive may waive ~~the University's~~UBC's advertising ~~requirement~~requirements in the ~~following~~whole or in part. Special circumstances ~~include but are not limited to situations where:~~

~~2.5.1.5.2.1. where the University~~UBC has an opportunity to appoint ~~an exceptionally~~a highly-qualified candidate ~~through~~who is supported by an externally funded~~external~~ program or agency that will wholly or partly fund the initial appointment;

~~5.2.2. UBC has advertised for one (1) or more available employment positions in accordance with the Procedures to this Policy and has an opportunity to appoint additional candidates that meet the qualifications and criteria specified in the advertisement;~~

~~2.5.2.5.2.3. for a dual career appointment, where the University~~UBC has an opportunity to recruit a candidate or retain a valuable faculty member by appointing ~~his/her spouse to a Faculty Position~~the spousal partner to an available employment position, provided the unit to which the ~~spouses~~spousal partner is to be appointed is supportive of the dual career appointment;

~~2.1.5. in the case of an administrative appointment of the head of department or director of a school or institute, where a well documented case for an internal appointment has been made to the Responsible Executive; or~~

5.2.4. UBC has an opportunity to appoint an exceptionally-qualified, internationally-recognized candidate; and

~~2.5.3:5.2.5. emergency appointments, at the request of a Dean.~~

### ~~3. **Staff Positions**~~

~~3.1. Posting for a Staff Position must be in compliance with any applicable employment agreements, including collective agreements and handbooks.~~

5.3. The Board of Governors may, from time to time, request reports regarding special circumstances where the Responsible Executive has waived UBC's advertising requirement. At least annually, a report of such special circumstances will be attached to the report of Teaching Staff appointments provided to the Board of Governors pursuant to Policy #25 (Board of Governors Appointments).

## PROCEDURES

Approved: [June ~~2013~~2017 anticipated]

*Pursuant to Policy #1: Administration of Policies, "Procedures may be amended by the President, provided the new procedures conform to the approved policy. Such amendments are reported at the next meeting of the Board of Governors". Note: the most recent procedures may be reviewed at <http://universitycounsel.ubc.ca/policies/index/>-<http://universitycounsel.ubc.ca/policies/index/>.*

### **1. Assignment of Responsible Executive**

1.1. The Responsible Executive will be the Provost and Vice President Academic, UBC Vancouver, in relation to Faculty ~~Positions, senior academic administrator positions, research associate positions and postdoctoral fellow positions~~Members, Librarians, Program Directors, Deans, and Principals at UBC's Vancouver campus.

1.2. The Responsible Executive will be the Provost and Vice Principal, UBC Okanagan, in relation to Faculty ~~Positions, senior academic administrator positions, research associate positions and postdoctoral fellow positions~~Members, Librarians, Program Directors, Deans, and Principals, at UBC's Okanagan campus.

1.3. The Responsible Executive in relation to Designated Senior Academic Administrators will be the Responsible Executive designated under Policy #18 (Appointment of Designated Senior Academic Administrators).

1.4. The Responsible Executive in relation to Administrative Vice-Presidents will be the Responsible Executive designated under Policy #34 (Appointment and Extension of Appointment of Administrative Vice-Presidents).

~~1.3.1.5.~~ The Responsible Executive will be the Vice President, Human Resources, in relation to ~~all Staff Positions~~research associates and all other employment positions.

~~1.4.1.6.~~ Any Responsible Executive may, in writing, delegate ~~his or her~~the Responsible Executive's authority under this Policy.

### **2. University Equity Statement**

2.1. All ~~position~~-postings and advertisements for available employment positions at UBC must include the following equity statement:

*"UBC hires on the basis of merit and is strongly committed to equity and diversity within its community. We especially welcome applications from visible minority group members, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities."*

### **3. ~~Service Canada and Citizenship and Immigration Canada~~ University Advertising Requirements**

~~3.1. For senior~~ Prior authorization to undertake the recruitment process to fill an Advertised Position must be obtained from the Responsible Executive, or their delegate, to ensure that the recruitment is consistent with UBC priorities and budgetary considerations.

3.2. Where an academic administrator positions, or administrative unit wishes to conduct an international search to fill an Advertised Position, the Advertised Position must be advertised in compliance with the Employment and Social Development Canada advertising requirements set forth in section 4 of these Procedures as well as UBC's advertising requirements set forth in this section. Complying solely with UBC's advertising

requirements in this section will not meet the Employment and Social Development Canada advertising requirements in every circumstance.

3.3. The availability of a position as a tenure-stream Faculty Member, Designated Senior Academic Administrator, Dean, Principal, or Administrative Vice-President must be advertised at a minimum:

3.3.1. on the UBC Careers – UBC Human Resources website;

3.3.2. in at least two (2) appropriate publications (print or electronic) with a wide, national readership (e.g. “CAUT Bulletin”, “University Affairs”); and

3.3.3. in at least one (1) other venue, journal or publication (print or electronic) relevant to the discipline.

3.4. The availability of a position as a sessional lecturer or a lecturer must be advertised in accordance with applicable collective agreement provisions.

3.5. The availability of a position as a research associate or as a Faculty Member for a term of one year or more in length other than those set forth in Section 3.3 of these Procedures must be advertised on the UBC Careers – UBC Human Resources website and in appropriate publications (print or electronic).

3.6. All advertising copy for available positions as a tenure-stream Faculty Member must be approved by:

3.6.1. the Dean; and

3.6.2. the Director of Faculty Relations for UBC Vancouver or the Director, Human Resources, UBC Okanagan, or their delegates, as applicable.

3.7. All advertising copy for available positions and most Faculty Positions, Service as a Designated Senior Academic Administrator, Dean, Principal, or Administrative Vice-President must be approved by the Responsible Executive prior to publication.

3.8. Heads of academic or administrative units are responsible for ensuring that advertising copy for any available position not expressly named in sections 3.6 and 3.7 of these Procedures complies with section 4 of the Policy, and any applicable provision of these Procedures.

3.9. If an available position is not successfully filled and a new advertisement is required, such as to accommodate adjustments in the position description or a change in the application deadline, approval for the new advertising copy must be obtained in accordance with sections 3.6, 3.7, and 3.8 of these Procedures.

#### 4. Employment and Social Development Canada and Citizenship and Immigration Advertising Requirements

3.1.4.1. For research associates and Faculty Members, Employment and Social Development Canada normally ~~require~~requires that, before a university can hire a foreign candidate, the ~~vacant~~availability of the employment position must be advertised:

~~3.1.1.4.1.1.~~ within Canada simultaneously with any advertising outside of Canada;

~~3.1.2.4.1.2.~~ for a reasonable length of time (about a month) to allow broad exposure of the ~~vacant~~available employment position to Canadians and permanent residents;

~~3.1.3.4.1.3.~~ using advertising media that is effective in attracting appropriate candidates for the ~~Faculty Position~~available position;

3.1.4.4.1.4. with the following statement included in the advertisement:

*“All qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority.”; and*

3.1.5.4.1.5. in a manner that meets all conditions of any applicable collective agreement.

4.2. For Designated Senior Academic Administrators, Deans and Principals, and Administrative Vice Presidents, Employment and Social Development Canada normally requires that, before a university can hire a foreign candidate, the availability of the employment position must be advertised:

4.2.1. within Canada simultaneously with any advertising outside of Canada;

4.2.2. for a minimum of one (1) month on the Government of Canada’s Job Bank or WorkBC;

4.2.3. for a minimum of one (1) month using two (2) or more additional recruitment methods within Canada that are effective in attracting appropriate candidates for the available employment position, including:

4.2.3.1. advertising media that is national in scope;

4.2.3.2. print media;

4.2.3.3. general employment websites; and

4.2.3.4. specialized websites dedicated to specific occupation profiles; and

4.2.4. in a manner that complies with the Employment and Social Development Canada requirements regarding information that must be included in the advertisement.

3.2.4.3. Due to the diversity of Staff Position employment positions at UBC and the various foreign worker programs offered by Service Employment and Social Development Canada and Citizenship and Immigration, units should work with their Human Resources Advisors before proceeding with an international search ~~for a Staff Position.~~

#### **4.5. University Canada Research Chair Position Advertising Requirements**

~~1.1. Tenure stream Faculty Positions and senior academic administrator positions must be advertised at a minimum:~~

~~1.1.1. on the University’s website;~~

~~1.1.2. in the AUCC publication “University Affairs”;~~

~~1.1.3. in an appropriate publication (print or electronic) with a wide, national readership (e.g. “CAUT Bulletin”); and~~

~~1.1.4. in at least one other venue, journal or publication (print or electronic) relevant to the discipline.~~

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~~1.2. All advertisements for tenure-stream Faculty Positions must be approved by the Responsible Executive prior to publication.~~

~~5.1. For each Government of Canada Research Chair nomination, the Canada Research Chairs Program requires the Responsible Executive, or their delegate, to certify that the Canada Research Chair recruitment and nomination process was transparent, open and equitable (whether the Canada Research Chair position is used to retain current researchers or to recruit new researchers to UBC). Academic units seeking to recruit or nominate a Canada Research Chair position should work with their Faculty Relations or Human Resources Advisors to ensure that the availability of the Canada Research Chair position is advertised in a manner consistent with:~~

~~5.1.1. the principles embodied in the Policy and these Procedures;~~

~~5.1.2. any applicable Employment Agreements; and~~

~~5.1.3. the Canada Research Chairs Program guidelines for ensuring a fair and transparent recruitment and nomination process.~~

~~1.3. In the event a tenure-stream Faculty Position requires re-advertising, approval must be obtained from the Responsible Executive prior to republication.~~

~~1.4. Sessional lecturer and lecturer positions must be advertised in accordance with applicable collective agreement provisions, currently Arts. 2 and 12 of the Agreement on Conditions of Appointment for Sessional Faculty Members.~~

~~1.5. Salaried Faculty Positions one year or more in length other than those set forth in Sections 4.1 to 4.4 of these Procedures must be advertised on the University's website and in appropriate publications (print or electronic).~~

## ~~2. **Additional Resources**~~

~~From time to time the Offices of the Responsible Executives will publish resources to provide additional guidance on advertising.~~